

DIRECTOR OF CENTRAL INTELLIGENCE


Security Committee

SECOM-D-347

22 October 1982

MEMORANDUM FOR: Chairmen, SECOM Subcommittees
Chairman, Security Advisory Group USSR

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Chairman

SUBJECT: Coordination of Subcommittee Work

1. At the 1982 Security Committee Seminar, we discussed the need to improve communication between SECOM and its subcommittee and working group structure. We agreed that improved coordination is desirable, and ways to achieve it were proposed. Therefore, I request each of you, and the chairmen of subordinate working groups, to respond to the following:

a. Provide to the Chairman, SECOM, copies of all significant papers related to the work of the subcommittees and working groups. This includes all agendas, minutes, reports, proposals, etc., bearing upon functions of your group.

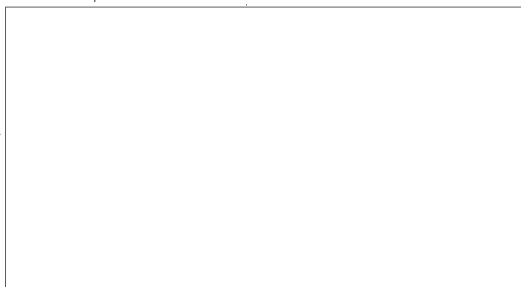
b. Continue to provide annual reports of your group's activities as prescribed by SECOM-D-647, dated 18 September 1979. A simplified format is attached. Reports need not be lengthy or extensively detailed, but should cover all meaningful facts. The deadline is extended to 1 February each year.

c. The SECOM enthusiastically voted at the seminar to conduct special meetings dedicated to program presentations by subcommittees. Presentations should run about 30 minutes and summarize accomplishments, work in progress, future plans, and problem areas. The first program reviews will be held on 1 December 1982. The SECOM Staff will contact Chairmen to schedule participation.

3. Close communication among the SECOM, the subcommittees and working groups and the SECOM Staff is essential to cooperation and mutual assistance, as well as the best way to maximize results. I know each of you and your members must attend to full time jobs in addition to your SECOM efforts and I want you to know the quality of your work is appreciated. Please advise if I can help in any way.

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Attachment



FORMAT FOR ANNUAL REPORTS BY SECOM SUBCOMMITTEE

1. Authority and mission statement.
2. Identity of agency providing chairman and staff support.
3. Identities of members/participants and their parent agencies.
4. Number of meetings held.
5. Brief description of major accomplishments.
6. Highlights of work in progress.
7. General work plan for current year, to include significant issues.
8. Activities relevant to subcommittee mission going on outside the SECOM structure.